

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 19, 2007

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TITLE:	Tobacco Use Cessation Specialist
POSITION NO:	07727
LOCATION:	Public Health and Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 3, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of application.

A moderate amount of in-state and out-state travel is required.

If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must have a Bachelor's Degree and health education experience (if lacking tobacco prevention experience). Salary depends upon education and experience.

TYPICAL DUTIES: This position is responsible for the Tobacco Use Prevention Sections statewide tobacco use cessation program which includes planning, developing, implementing and evaluating tobacco use cessation program and services in Montana. This position also manages and administers the Montana Tobacco Quit Line.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of budget principles; program planning; management and evaluation; the organization and administration of tobacco use cessation programs and services; and federal and state legislation and guidelines affecting tobacco issues and public health.

Skills: Skill in the implementation of public health and clinical applications in tobacco prevention; and in speaking and presentation of the program to both the public and health care professionals.

Abilities: Ability to write clearly and concisely; and to use broad, inclusive and creative thinking.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in health care sciences **AND** one year of public health or health care job related work experience. Experience in the development and implementation of tobacco use cessation programs is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604 OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview; and**
4. Resume.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she

is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.